

ADDENDUM NO. 1

RFI – Cafe Operations

City of Foster City

Issued: March 4, 2026

This Addendum No. 1 is issued to clarify questions received regarding the Request for Information (RFI) for Cafe Operations. The information contained herein supplements and/or clarifies the original RFI documents. Except as expressly modified by this Addendum, all other terms, conditions, and requirements of the RFI remain unchanged.

1. Because the space is still under construction, would the cafe vendor be able to make changes regarding the kitchen equipment, layout, and customizations?

Response: The City will provide the base kitchen fit-out as described in the RFI. As noted in Section 2 (Facility Overview) and the Risk and Responsibility Matrix, operators may add equipment or smallwares to support their operations, subject to City review and approval.

Any proposed modifications to the layout, building systems, or permanently installed equipment would require prior City approval and must comply with applicable building, health, and safety regulations. Major construction changes are not anticipated once the base build-out is complete.

2. It does say that the City of Foster City may be charging rent as well as other fees. What is the amount and breakdown?

Response: At this stage, the City has not established a fixed rent amount or fee structure. As outlined in Sections 5 (Operating Model) and 9 (Term and Compensation), this is a Request for Information (RFI), and respondents are asked to propose an operating and compensation model that includes a minimum base rent component.

The City is open to concession, lease, or hybrid models (e.g., base rent plus percentage of gross revenue). The specific rent amount, revenue share, and any additional terms will be negotiated with the selected operator as part of a future agreement, informed by the proposals received through this RFI process.

3. Is the vendor allowed to operate outside of the standard hours (opening earlier than 8:00 am)?

Response: The Community Center's standard public hours are 8:00 AM–8:00 PM on weekdays and 8:00 AM–5:00 PM on Saturdays. The café is expected to be open and operating during these standard building hours to serve Community Center patrons and park visitors.

The City is open to considering proposals for additional operating hours, including opening earlier than 8:00 AM or operating later on approved days, subject to City review and approval. Any extended hours would need to be operationally feasible and coordinated with City policies, staffing, security, and facility access requirements.

4. Is the café space available for a tour?

Response: The Community Center is currently under construction and not yet open to the public. The City may offer a scheduled group site walk or informational tour, if feasible, and any such opportunity will be communicated to all interested respondents to ensure equal access to information.

Individual tours will not be scheduled. Respondents should rely on the floor plans, site plans, and renderings included as Exhibits in the RFI for proposal development.
